

# FIRST LAST

City, ST ZIP Code • 123.456.7890 • name@gmail.com

## ACCOUNTING STUDENT • CPA CANDIDATE

Detail-oriented accounting student with strong academic performance and two successfully completed internships in financial analysis and reporting. Seeking to leverage academic accomplishments and internship experience to contribute effectively to your accounting team.

### AREAS OF EXPERTISE

- Time Management
- Communication
- Analytical
- Microsoft Excel Certified
- QuickBooks Online
- Familiar with GAAP

### EDUCATION

#### Cedarville University

Cedarville, OH | May 2025

*Bachelor of Science in Accounting; GPA 4.0*

Minors: Bible, Business Analytics

Honors and Awards: Dean's List (Fall and Spring, 2021-2025), Cedarville Excellence Scholarship

Relevant Coursework: Principles of Accounting I and II, Intermediate Financial Accounting I and II, Software Tools

### PROFESSIONAL EXPERIENCE

#### Audit Intern | Ohio CPA Firm

Cincinnati, OH | Summer 2023

- Assisted in the preparation of financial statements and reports, ensuring accuracy and compliance with GAAP.
- Participated in audits under the guidance of senior accountants, verifying compliance with internal controls and regulatory requirements.
- Reviewed client records and financial statements to identify discrepancies and areas for further investigation.

#### Accounting Intern | Summit Accounting Solutions

Dayton, OH | Summer 2022

- Supported month-end financial close processes by reconciling bank statements and preparing adjusting journal entries.
- Utilized QuickBooks and Excel to maintain/update financial records, improving data accuracy/accessibility.
- Compiled financial data and generated reports for management review, facilitating informed decision-making.

### ACTIVITIES & MEMBERSHIPS

#### The Ohio Society of CPAs (OSCPA) | Member

2022–Present

#### Accounting Society at Cedarville University | Student Member

2022–2024

#### Women in Business at Cedarville University | Treasurer

2021–2023